



## Instructions for Requesting Retro Processing - Beginning in Legacy and Ending in KHRIS.

**BEFORE YOU BEGIN----Please contact your Personnel Administration Branch Consultant!**

Complete your agency's internal process for approving retro processing. A Personnel Action Request form/Request for Retro Processing is available for your agency's *optional internal* use, but **MUST** be used for the actual processing of this request by the Personnel Administration Branch (PA Br).

### **Completing the Personnel Action Request form/Request for Retro Processing –Beginning in Legacy and Ending in KHRIS:**

Complete all fields in the top section. Beginning with the first affected action in Legacy, print and attach a copy of each action's P-1 (either from Filenet or the turnaround from the agency file). In the bottom section, list all of the subsequent action(s) that need to be changed or corrected in KHRIS.

### **Processing:**

Upon approval of your Appointing Authority/Cabinet Secretary, and contact with your PA Branch consultant, you may send the signed and completed Personnel Action Request form/ Request for Retro Processing –Beginning in Legacy and Ending in KHRIS form to your PA Branch consultant, along with the copies of all Legacy P-1s, in order for them to begin retro processing.

Personnel Administration Branch  
Attn: [Consultant's Name]  
501 High Street, 3<sup>rd</sup> Floor  
Frankfort, KY 40601

or Fax it to the attention of your consultant at (502)564-5826.